

Steve Sisolak
Governor



Laura E. Freed
Director

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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
NEVADA STATE LIBRARY, ARCHIVES and PUBLIC RECORDS
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**The Committee to Approve Schedules for the Retention
and Disposition of Official State Records**

Meeting Notice

DATE: May 13, 2020

TIME: 1:15 p.m.

LOCATION:

Per Governor Sisolak's issued [Declaration of Emergency Directive 006](#) regarding open meetings during the COVID-19 pandemic, The Committee to Approve Schedules for the Retention and Disposition of Official State Records and public access to the meeting will be through teleconference

On the date and time of the meeting you can connect by calling:

Carson City: 775-687-0999

Las Vegas: 702-486-5260

Use access code 43313

If you would like copies of the materials for the meeting they are posted on the [Nevada State Library Archives and Public Records](#) website or they can be mailed to you if you request by email at records@admin.nv.gov 10 days prior to the meeting. If there are any questions concerning access to the meeting please contact Lewis Martin at 775-684-3411.

Notice: The Committee to Approve Schedules for the Retention and Disposition of Official State Records may address items out of sequence. The Committee may combine two or more agenda items for consideration, and the Committee may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. As used herein and during the meeting, the term "RDA" means "Records Disposition Authorization" which is the control number given to an official action on retention and/or disposition made by the Committee.

Agenda

1. Call to Order, Welcome, Roll Call

2. Public Comment

Comment may be limited to 5 minutes at the discretion of the Chairman. No action may be taken upon a matter raised during public comment until the matter has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020).

3. Review, correct, if necessary, and approve the minutes from the February 12, 2020 meeting.
Attachment A (For possible action)

4. **Proposed New RDAs for Agency Specific Records Retention Schedules for State Board of Parole Commissioners.** [Attachment B](#) (For possible action)
5. **Proposed Modification RDAs for Agency Specific Records Retention Schedules for State Board of Parole Commissioners and Conservation and Natural Resources: Bureau of Safe Drinking Water.** [Attachment C](#) (For possible action)
6. **Proposed Deletion RDAs for Agency Specific Records Retention Schedules for Conservation and Natural Resources: Bureau of Safe Drinking Water.** [Attachment D](#) (For possible action)
7. **Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule.** [Attachment E](#) (For possible action)
8. **Discuss Future Agenda Items** (For possible action)
Nevada Department of Health and Human Services, Division of Public and Behavioral Health, Environmental Health Services
Nevada Department of Health and Human Services, Division of Public and Behavioral Health, Public Health and Clinical Services
9. **Public Comment**
Comment may be limited to 5 minutes at the discretion of the Chairman. No action may be taken upon a matter raised during public comment until the matter has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)
10. **Confirm time of next meeting** (For possible action)
Next meeting scheduled for June 10, 2020
11. **Adjourn** (For possible action)

General Information

Members of the public who are disabled or who may require special accommodations at the meeting are requested to notify Lewis Martin in writing at 100 N. Stewart Street, Carson City, NV 89701 or by calling (775) 684-3411 or by email lewis.martin@admin.nv.gov prior to the meeting date.

A complete copy of the information submitted to the Committee for this "Agenda and Meeting Notice" is available by contacting the Lewis Martin at (775) 684-3411. This agenda, the Committee Packet and all other supplemental material made available to each Committee member will also be made available to the public on the website of the Department of Administration, Nevada State Library, Archives and Public Records prior to the meeting date and may be found at: www.nsla.nv.gov (under Records Management, State Records Committee).

The material is also available by contacting Lewis Martin at 100 North Stewart St. Carson City, NV 89701 (775) 684-3423 records@admin.nv.gov

This agenda has been posted at the following locations:

NSLAPR website: www.nsla.nv.gov

As required by [NRS 232.2175](#): <https://notice.nv.gov/> Under the Department of Administration, State Records Committee.

Attachment A
Meeting Minutes for Approval

*The Committee to Approve Schedules for the
Retention and Disposition of Official State Records
The “State Records Committee”
Minutes for February 12, 2020*

1: Call to Order, Welcome, Roll Call

The meeting was called to order at 1:19 pm. The meeting was held at the Nevada State Library and Archives Board Room, at 100 N. Stewart St, Carson City, NV.

Committee Members:

Kimberley Perondi, for Barbara K. Cegavske, Secretary of State – Present

Kathryn Etcheverria, Governors Appointee – Present

Ian Carr, for Aaron Ford, Nevada Attorney General – Present

Tammy Westergard, Division Administrator, Nevada State Library, Archives and Public Records – Present

Maureen Martinez, for Laura Freed, Director for the Department of Administration – Absent

Alisanne Maffei, for David Haws, Administrator, Enterprise Information Technology Services – Present

Staff:

Sara Martel, State Records Manager, Nevada State Library, Archives and Public Records – Present

Bobbie Church, Senior Records Analyst, Nevada State Library, Archives and Public Records – Present

Heather Hahn, Senior Records Analyst, Nevada State Library, Archives and Public Records – Present

Lewis Martin, Administrative Assistant II, Nevada State Library, Archives and Public Records – Present

Guests Present:

Rachel Anderson, General Counsel, Nevada State Attorney General’s Office – Present via Teleconference

2: Public Comment

Comment may be limited to 5 minutes at the discretion of the Chair.

There was no public comment made.

3: Attachment A. Review and Approve the Minutes for December 11, 2019

<u>Discussion and Vote:</u>
The minutes were approved as presented. The motion was made by Kathryn Etcheverria and the second was by Alisanne Maffei. Ian Carr abstained from the vote because he was not at the December 11, 2019 meeting; the remaining votes were unanimous for the members present.

4: Attachment B. Proposed New RDAs for Agency Specific Records Retention Schedules

Attachment A
Meeting Minutes for Approval

1. Secretary of State: Registry of Advanced Directives for Health Care

A. Title: *Nevada Lockbox: Advance Directive Registry - Medical Providers*

RDA: 2019010

Description:

These records document medical providers who are requesting registration with the Secretary of State's Nevada Lockbox Program for access to the Advance Directive Registry (NRS 449A.718). The records may contain but are not limited to: Registration Agreements, applications, associated documentation, and related correspondence.

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year in which the registration ends.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Registry of Advanced Directives for Health Care and the Deputy Secretary of State for Southern Nevada.

Justification for New RDA 2019010:

These records have administrative and legal value. Legal value is due to the requirement for the Secretary of State to provide registration services and the rights of registrants (NRS 449A). NRS 449A.721 requires removal of all advanced directives of the deceased at least every 5 years, the 3-year retention exceeds this requirement.

B. Title: *Nevada Lockbox: Advance Directive and Guardianship Registries – Incomplete Filings*

RDA: 2019011

Description:

These records document the return of request for registration with the Secretary of State's Nevada Lockbox Program that have not been fully or accurately completed. The records may contain but are not limited to: letters of incomplete filing, associated documentation, and related correspondence.

Authorized Retention:

Retain for one (1) calendar year from the end of the calendar year in which the letter of incomplete filing was dated.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Registry of Advanced Directives for Health Care and the Deputy Secretary of State for Southern Nevada.

Justification for New RDA 2019011:

A current schedule does not exist for this record series. All documents are returned with the incomplete filing letter. Legal value is due to the requirement for the Secretary of State to provide registration services and the rights of registrants (NRS 449A).

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C. Title: *Nevada Lockbox: Guardianship Registry*

RDA: 2019012

Description:

These records consist of a document executed by a competent person to nominate another person to be appointed to serve as his or her guardian. The records may include but are not limited to: Guardianship Nomination form, associated documentation, and related correspondence.

Authorized Retention:

Retain for a period of three (3) calendar years from the end of the calendar year in which the legal guardianship is revoked or withdrawn.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Registry of Advanced Directives for Health Care and the Deputy Secretary of State for Southern Nevada.

Justification for New RDA 2019012

A current schedule does not exist for this record series. Senate Bill 229 (2017 Legislative Session) established a form to be filed in the Nevada Lockbox. The legislation took effect January 1, 2018. These records have legal value due to the requirement for the Secretary of State to provide registration services (NRS 225.380). The three-year retention is based upon the Statutes of Limitation for mistake or fraud found in NRS 11.190 (3)(d).

D. Title: *Nevada Lockbox: Guardianship Registry Access*

RDA: 2019013

Description:

These records document the assignment of an administrative contact by each District Court in the State of Nevada to grant access to the Guardianship Registry. (NRS 159.342). The records may contain but are not limited to: Administrative Contact Designation Forms, associated documentation, and related correspondence.

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year in which the designated contact changes or the program is discontinued.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Registry of Advanced Directives for Health Care and the Deputy Secretary of State for Southern Nevada.

Justification for New RDA 2019013:

A current schedule does not exist for this record series. The three-year retention is based upon the Statutes of Limitation for mistake or fraud found in NRS 11.190 (3)(d).

Attachment A
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Discussion and Vote:

The proposals in Attachment B were approved as presented. The motion was made by Tammy Westergard and the second was by Kathryn Etcheverria. Kim Perondi abstained from the vote because the new RDAs were Agency Specific for the Secretary of State's office; the remaining votes were unanimous for the members present.

5: Attachment C. Proposed Modification RDAs for Agency Specific Records Retention Schedules

1. Secretary of State: Registry of Advanced Directives for Health Care

A. Title: ~~Living Will Lockbox~~ *Nevada Lockbox: Advance Directive Registry* **RDA:** 2008011

Description:

These records document the Registry of Advance Directives for Health Care in accordance with NRS 449.925. The records may contain but are not limited to: *registration agreements, registration cards, requests for a duplicate card, removal requests, death notifications*, authorizations to change form, correction documentation, Advance Directives (including Power of Attorney, Do-Not Resuscitate Order, etc.) , *associated documentation, and related correspondence.* ~~Registration documentation; Similar documentation.~~

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years from the *end of the calendar year in which the date of revocation, notification of death, or discontinuation of the program is dated.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Registry of Advanced Directives for Health Care and the Deputy Secretary of State for Southern Nevada.

Justification for Modification of RDA 2008011:

Staff recommends removing "date of" and replacing it with "end of the calendar year in which the...is dated" while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event. Legal value is due to the requirement for the Secretary of State to provide registration services and the rights of registrants (NRS 449A). NRS 449A.721 requires removal of all advanced directives of the deceased at least every 5 years. The 3-year retention exceeds this requirement.

**2. Health Division: Bureau of Health Statistics, Planning, Epidemiology and Response:
Emergency Medical Services Licensing**

A. Title: *Emergency Medical Services (EMS) Complaint Files (Non-Disciplinary)* **RDA:** 2004042

Description:

~~This record series documents~~ *These records document* the complaints received by the Bureau concerning permittees, license holders, and/or service providers. ~~The files may contain;~~ *The records may include* but are not limited to: ~~C~~omplaints and associated records;~~I~~nvestigative documents (including ~~copies of~~ health care records and reports by investigators); ~~R~~esolution letters;~~S~~;*associated documentation, and* ~~R~~elated correspondence.

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years from the *end of the calendar year in which the resolution letter was dated. date of the resolution.*

Recommended Disposition:

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Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Bureau of Health Statistics, Planning, Epidemiology and Response: EMS Licensing.

Justification for Modification of RDA 2004042:

Staff recommends removing "date of the resolution." and replacing it with "end of the calendar year in which the resolution letter was dated." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

B. Title: *Emergency Medical Services (EMS)* Course Files

RDA: 2004043

Description:

~~This record series documents~~ *These records document* the approval of Emergency Medical Services ~~T~~ training ~~C~~ courses by this Bureau as required by NRS 450B.455, ~~NRS 450B.1905, NRS 450B.191, NRS 450B.195, NRS 450B.850 and NAC 450B.720 to 725. The files may contain;~~ *The records may include* but are not limited to: ~~R~~ requests for ~~A~~ approval of EMS ~~C~~ courses, course outline ~~s~~ & related documentation; ~~A~~ approval/denial letter ~~s~~; ~~A~~ assigned course number ~~s~~, ~~(by Bureau)~~; ~~A~~ application for Provisional Ambulance Attendant License ~~s~~, ~~(and copies of issued licenses)~~; ~~A~~ attendance summary ~~ies~~; skills summary ~~ies~~; course evaluations, ~~etc.~~; *associated documentation, and R* related correspondence.

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years from the *end of the calendar year in which the training program ended.* ~~completion of the training program.~~

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Bureau of Health Statistics, Planning, Epidemiology and Response: EMS Licensing.

Justification for Modification of RDA 2004043:

Staff recommends removing "completion of the training program" and replacing it with "end of the calendar year in which the training program ended." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

C. Title: *Emergency Medical Services (EMS)* Do-Not-Resuscitate Files: Approved

RDA: 2004045

Description:

~~This record series documents~~ *These records document* the authorization for withholding life-sustaining treatment by the Bureau (See NRS Chapter 450B.400 through 450B.590 and NAC Chapter 450B.950 to 450B.960). ~~The files may contain;~~ *The records may include* but are not limited to: Do-Not-Resuscitate ~~A~~ applications ~~with associated documentation;~~ ~~Copy of the~~ identification as issued, ~~;~~ ~~Copies of~~ "Power of Attorney", ~~;~~ *associated documentation, and R* related correspondence.

Authorized Retention:

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Retain ~~these records~~ for ~~a period of~~ twenty (20) calendar years from the *end of the calendar year in which the application was approved.* ~~date authorized.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Bureau of Health Statistics, Planning, Epidemiology and Response: EMS Licensing.

Justification for Modification of RDA 2004045:

Staff recommends removing “date authorized.” and replacing it with “end of the calendar year in which the application was approved.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

D. Title: *Emergency Medical Services (EMS)* Do-Not-Resuscitate Files: Denied **RDA:** 2011045

Description:

~~This record series documents~~ *These records document* the authorization for withholding life-sustaining treatment by the Bureau that were denied (See NRS Chapter 450B.400 through 450B.590 and NAC Chapter 450B.950 to 450B.960) ~~The files may contain;~~ *The records may include* but are not limited to: Do-Not-Resuscitate ~~A~~ *application*s ~~with associated documentation;~~ *D* ~~eterminations and hearing/appeal~~ *determinations, documentation associated documentation, and ;* ~~R~~ related correspondence.

Authorized Retention:

Retain ~~the records~~ for ~~a period of~~ three (3) calendar years from the *end of the calendar year in which the determination letter was dated.* ~~receipt of the request.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Bureau of Health Statistics, Planning, Epidemiology and Response: EMS Licensing.

Justification for Modification of RDA 2011045:

Staff recommends removing “receipt of the request.” and replacing it with “end of the calendar year in which the determination letter was dated.” while removing “the records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

E. Title: *Emergency Medical Services (EMS)* Do-Not-Resuscitate Files: Withdrawn or Incomplete **RDA:** 2012007

Description:

~~This record series documents~~ *These records document* the authorization for withholding life-sustaining treatment by the Bureau that were withdrawn or incomplete (See NRS Chapter 450B.400 through 450B.590 and NAC Chapter 450B.950 to 450B.960) ~~The files may contain;~~ *The records may include* but are not limited to: Do-Not-Resuscitate ~~A~~ *application*s ~~with associated documentation,~~ *notification letter, associated documentation, and;* ~~R~~ related correspondence.

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Authorized Retention:

Retain ~~the records~~ for ~~a period of~~ one (1) calendar year from the *end of the calendar year in which the request was withdrawn or determined incomplete.* ~~date of receipt of the request.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Bureau of Health Statistics, Planning, Epidemiology and Response: EMS Licensing.

Justification for Modification of RDA 2012007:

Staff recommends removing “date of receipt of the request.” and replacing it with “end of the calendar year in which the request was withdrawn or determined incomplete.” while removing “the records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

F. Title: *Emergency Medical Services (EMS)* Permit Files

RDA: 2004046

Description:

~~This record series documents~~ *These records document* the application for permit for ambulance service and fire-fighting agencies (See NRS Chapter 450B and NAC Chapter 450B). ~~The files may contain;~~ *The records may include* but are not limited to: ~~Agreement Section;~~ service agreements, physician or director agreements, hospital agreements, ~~Personnel Section;~~ copies of licenses *and* ~~&~~ permits of agency personnel, list of agency personnel (which may include the SSN); ~~Correspondence Section;~~ correspondence to and from the agency; ~~Rate Schedule Section;~~ copies of rates charged by the agency; ~~Vehicle Master List Section;~~ documentation on the mechanical condition *documents* of the vehicles, lists of vehicles in service, ~~Individual Vehicle Section;~~ vehicle inspection reports, *lists* of out-of-service vehicles, ~~associated documentation, and related correspondence.~~ *associated documentation, and related correspondence.* ~~All of these sections may contain related correspondence and other documentation.~~

Authorized Retention:

Retain ~~the core application documents and the documentation for~~ the three (3) most ~~current~~ *recent* renewal cycles for ~~a period of~~ three (3) calendar years *from the end of the calendar year in which the permit expired, was suspended, or revoked.* ~~after expiration, revocation or suspension of the permit.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Bureau of Health Statistics, Planning, Epidemiology and Response: EMS Licensing.

Justification for Modification of RDA 2004046:

Staff recommends removing “after expiration, revocation or suspension of the permit.” and replacing it with “from the end of the calendar year in which the permit expired, was suspended, or revoked.” while removing “the core application documents and the documentation for” and “a period of” in the retention statement to make a more defined and accurate trigger event.

G. Title: *Emergency Medical Services (EMS)* Registry

RDA: 2004050

Description:

Attachment A

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~~This record series documents~~ *These records document* the Central Registry of Certification as required by NRS 450B.180 (7). ~~The registry may contain, but is not limited to:~~ *The records may include but are not limited to:* ~~Name and contact information; Social Security number, birth date and other identifying information; Type of certification/permit/license held with identifying number; Employer information;~~ *associated documentation, and related correspondence.*

Authorized Retention:

Retain the three most recent renewals for three (3) years from the end of the last renewal period.
~~Retain the data (whether on-line or on a security backup media) within the electronic database for one (1) calendar year from the next renewal cycle.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Bureau of Health Statistics, Planning, Epidemiology and Response: EMS Licensing.

Justification for Modification of RDA 2004050:

After a review from the agency, it was determined that if a certificate is not renewed, they would have up to three years to renew without having to reapply per NRS 450B. Since they require an additional year of retention than the General Schedule series 2014205 Licensing: Professional and Occupational Licensing – Renewals, a two-year retention would not be adequate.

H. Title: *Emergency Medical Services (EMS)* Certification Files

RDA: 2004041

Description:

~~This record series documents~~ *These records document* the application *or renewal* for permit, licensure, and/or certification for all categories of emergency medical technicians, firemen, ambulance attendants, and first responders pursuant to NRS Chapter 450B and NAC Chapter 450B. The files may contain but are not limited to:
~~Applications, with associated documentation including renewal forms, with supportive records;~~ Training Completion Reports (original and renewals); ~~Copies of~~ certifications and/or licenses; ~~Copy of~~ fingerprint cards (ambulance attendant); ~~Copy of~~ current CPR training cards (ambulance attendant); DMV license checks (ambulance attendant); *associated documentation, and related correspondence.*

Authorized Retention:

Retain ~~the core application documents and the documentation for~~ the ~~last~~ three most current renewal cycles for ~~a period of~~ three (3) calendar years after expiration, revocation, or suspension of the certification, permit, or license. See NRS 11.190(3)(d) and NAC Chapter 450B.³⁷⁵

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Bureau of Health Statistics, Planning, Epidemiology and Response: EMS Licensing.

Justification for Modification of RDA 2004041:

After a review from the agency, it was determined that if a certificate is not renewed, they would have up to three years to renew without having to reapply per NRS 450B. Since they require an additional year of retention the

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General Schedule series 2014205 Licensing: Professional and Occupational Licensing – Renewals, a two-year retention would not be adequate.

Discussion and Vote:

The proposals in Attachment C were approved as presented. The motion for item 1 was made by Kathryn Etcheverria and the second was by Alisanne Maffei. Kim Perondi abstained from voting on item 1; the remaining votes were unanimous for the members present. The motion for item 2 was made by Alisanne Maffei and the second was by Tammy Westergard. Kim Perondi was included in the vote for item 2; the vote was unanimous for the members present.

6: Attachment D. Proposed Deletion RDAs for Agency Specific Records Retention Schedules

1. Health Division: Bureau of Health Statistics, Planning, Epidemiology and Response: Emergency Medical Services Licensing

A. Title: ~~EMS Disciplinary Files~~

RDA: ~~2004044~~

Description:

~~This record series documents the investigation process and any resulting disciplinary action conducted by the Bureau per NRS Chapter 450B.120 and NAC Chapter 450B (see especially NAC 450B.650 to 450B.695). The files may contain, but are not limited to: Complaints with supportive documentation; Staff reports; Notice of rejection or other action (see NRS 450B.120 and NAC 450B.710); Investigative reports with attached documentation; Decision letters; Right of appeal documentation (for example, see NAC 450B.710, 450B.300, 450B.395); Related correspondence.~~

Authorized Retention:

~~Retain these records for a period of three (3) calendar years from the date of the resolution or finalization of the disciplinary action.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Records Officer for the Bureau of Health Statistics, Planning, Epidemiology and Response: EMS Licensing

Justification for Deletion of RDA 2004044:

It is recommended this record series be deleted and the agency follow one or more of the following, as applicable: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

Discussion and Vote:

The proposals in Attachment D were approved as presented. The motion was made by Alisanne Maffei and the second was by Kathryn Etcheverria. The vote was unanimous.

7: Attachment E. Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule

Discussion and Vote:

As there were no action items, there was no discussion or vote.

8: Discuss future agenda items

Attachment A

Meeting Minutes for Approval

Discussion:

The Committee discussed future agenda items to be brought before the Records Committee in a future meeting: Parole Commission, Conservation and Natural Resources: Bureau of Air Quality and Planning, and Department of Corrections.

9: Public Comment

Sara Martel announced that the IPS supervisor position is open and competitive. Sara encouraged anyone interested to apply. Kim Perondi announced that she might have information on a replacement for Kathryn Etcheverria by the next meeting.

10: Determine time of next meeting

The next meeting will be held March 11, 2020 at 1:15 pm in the Nevada State Library and Archives Board Room. Tentative dates of March 12, 2020 and March 13, 2020 were announced if the original date does not allow for a quorum.

11: Adjourn

The meeting was adjourned at 1:36 pm by the Chair, Kim Perondi.

Attachment B
Proposed New RDAs for Agency Specific Records Retention Schedules

1. State Board of Parole Commissioners

A. Title: *Parole Board – Lifetime Supervision Files*

RDA: 2019008

Description:

These records document hearings to set and appeal conditions of lifetime supervision in accordance with NRS Chapter 213. The records may include but are not limited to: agendas, packets of supporting documentation for the Board members, Certificate of Board of Parole Commissioners Action forms, Parole Board Hearing Checklist, Parole Success Likelihood Factors forms, Board of Parole Commissioners Conditions Memo, Panel Recommendations, Appeal forms, Release of Lifetime Supervision Certificates, Court Ordered Removal of Lifetime Supervision, Amended Judgment of Conviction, Death Certificates, associated documentation, and related correspondence.

Authorized Retention:

Retain for eighty-five (85) calendar years from the end of the calendar year in which the parolee enters the lifetime supervision.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by the Records Officer for the State Board of Parole Commissioners.

Justification for New RDA 2019008:

Currently, a records series does not exist for these records. The retention period covers the life span of the offender from the time that they enter lifetime supervision, not from birth. A separate series is being created for records of parolees that are deceased or removed from supervision.

B. Title: *Parole Board – Lifetime Supervision Files - (Removed or Deceased)* **RDA:** 2019009

Description:

These records document a parolee that was removed from lifetime supervision by a court order, or death of the individual. The records may include but are not limited to: agendas, packets of supporting documentation for the Board members, Certificate of Board of Parole Commissioners Action forms, Parole Board Hearing Checklists, Parole Success Likelihood Factors forms, Board of Parole Commissioners Memos, Panel Recommendations, Appeal forms, Release of Lifetime Supervision Certificates, Court Ordered Removal of Lifetime Supervision, Amended Judgment of Conviction, Death Certificates, associated documentation, and related correspondence.

Authorized Retention:

Retain for six (6) calendar years from court order to remove lifetime supervision or death of the individual.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, and legal values.

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Proposed New RDAs for Agency Specific Records Retention Schedules

Agency review:

The appraisal is supported by the Records Officer for the State Board of Parole Commissioners.

Justification for New RDA 2019009:

Currently there is not a series for these records. After a ten-year period of lifetime supervision, a petition may be made for its removal. The agency has indicated that it is not necessary to keep the files of a parolee that is no longer on lifetime supervision or deceased parolee longer than the six-year period.

Attachment C
Proposed Modification RDAs for Agency Specific Records Retention Schedules

1. State Board of Parole Commissioners

A. Title: Parole Board - Parole Hearings ~~Discharged Files (Board Working Files)~~ **RDA:** 2004176

Description:

~~This records series documents the issuance or denials~~ *These records document consideration* for parole in accordance with NRS Chapter 213. The files may contain but are not limited to: certificate of Board of Parole Commissioners Action forms,; Parole Board Hearing Checklists,; ~~Parole Success Likelihood Factors forms; Board of Parole Commissioners Orders;~~ Panel Recommendations, *hearing agendas, packets of supportive documentation for the Board members, associated documentation, and related correspondence.* ~~and related documentation.~~

Authorized Retention: ~~from the~~

Retain ~~these records~~ for ~~a period of~~ six (6) calendar years *from the end of the calendar year in which all current sentences have expired, are invalidated, or the death of the individual.* ~~from the date of Board Action.~~

Recommended Disposition:

Destroy securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by the Records Officer for the State Board of Parole Commissioners.

Justification for Modification of RDA 2004176:

Staff recommends removing "from the date of Board Action." and replacing it with "in which the sentence is invalidated, expired or the death of the individual." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

B. Title: Parole Board – Parole *Orders Hearings*

RDA: 2006122

Description:

~~This records series documents~~ *These records document orders given from* hearings held to determine parole in accordance with NRS Chapter 213. ~~The files may contain:~~ *The records may include but are not limited to: Board of Parole Commissioners Orders, Factors Sheets, Parole and Probation report packets of supportive documentation, associated documentation, and related correspondence.* ~~Hearing agendas, ratification of agendas, minutes, packets of supportive documentation for Board members, related correspondence and similar documentation~~

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ six (6) calendar years from the *end of the calendar year in which all current sentences have expired, are invalidated, or the death of the individual.* ~~date of parole or prison discharge.~~

Recommended Disposition:

Permanent: Transfer to State Archives

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NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal values.

Agency review:

The appraisal is supported by the Records Officer for the State Board of Parole Commissioners.

Justification for Modification of RDA 2006122:

Per the State Archivist, the items of archival value have been added to the description of this series. The items that do not hold archival value will be filed under series number RDA 2006123 Parole Board - Violations Hearings. Staff recommends removing "date of parole or prison discharge." and replacing it with "end of the calendar year in which the prisoner is paroled or discharged." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

The Board of Parole Commissioners is not classified as a "public body" (NRS 241.015) by the Attorney General's Office "Nevada Open Meeting Law Manual" and so the General Records Retention and Disposition Schedules do not cover these records. It is recommended that these files be transferred to the Archives after a period of six years -- which is the longest Statute of Limitation in NRS 11.190 (1).

C. Title: Parole Board - Violations Hearings

RDA: 2006123

Description:

~~This records series documents~~ *These records document hearings held to determine hearings conducted on* parole violations in accordance with NRS Chapter 213. *The records may include but are not limited to: hearing agendas, packets of supporting materials for Board members, Certifications of Action, Warrants to Retake, Violation Reports, associated documentation, and related correspondence.* ~~The files may contain: agenda, hearing minutes, supportive documentation, related correspondence and similar documentation.~~

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ six (6) calendar years from the *end of the calendar year in which all current sentences have expired, are invalidated, or the death of the individual.* ~~date of parole or prison discharge~~

Recommended Disposition:

~~Permanent: Transfer to State Archives~~ *Destroy Securely*

NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal values.

Agency review:

The appraisal is supported by the Records Officer for the State Board of Parole Commissioners.

Justification for Modification of RDA 2006123:

Per the State Archivist, the items of archival value have been added to the description of series RDA 2006122 Parole Board – Parole Orders. The items that do not hold archival value will be filed under this series number and the proposed retention change to 6 years. Staff recommends removing "date of parole or prison discharge." and replacing it with "end of the calendar year in which all current sentences have expired, is invalidated or the death of the individual." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

The Board of Parole Commissioners is not classified as a "public body" (NRS 241.015) by the Attorney General's Office "Nevada Open Meeting Law Manual" and so the General Records Retention and Disposition Schedules do not cover these records. It is recommended that

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these files be transferred to the Archives after a period of six years -- which is the longest Statute of Limitation in NRS 11.190 (1).

2. Conservation and Natural Resources: Bureau of Safe Drinking Water

A. Title: ~~AB-198 and CDBG Files~~ *Grant Proposal Review Files*

RDA: 2003081

Description:

These records document the ~~This records series is used to~~ review *of* grant applications ~~to the under the 1991 AB-198 (Statutes of Nevada Chapter 559 "Board for Financing Water Projects, ") and the authority of pursuant to NRS 349.961, as well as the review of grant applications from the~~ Economic Development Commission, Community Development Block Grant Program (CDBG), *or any other granting agency whose* ~~which involve~~ water projects *affects drinking water*. ~~Staff review the grant applications for their impact of drinking water laws and regulations.~~ The *records* ~~files~~ may include but are not limited to: ~~Copy of~~ grant applications; ~~R~~ reports to the granting authority, *associated documentation*, and ~~R~~ related correspondence.

Authorized Retention:

Retain ~~records~~ for three (3) fiscal years from the end of the fiscal year *in which the final review was submitted to the grantor*. ~~to which they pertain~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

Justification for Modification of RDA 2003081:

Staff recommends removing "to which they pertain." and replacing it with "in which the review was submitted" while removing "records" in the retention statement to make a more defined and accurate trigger event. Staff recommends changes to the title and expanding the description to more comprehensively identify the record types that may be created/collected in the process of the review process.

B. Title: Clearinghouse and Environmental *Engineering Proposal* Review Files

RDA: 2003082

Description:

These records document the engineering proposal reviews ~~This records series is used to review grant proposals~~ sent from the Department of Administration, Budget and Planning Division, Clearinghouse and Planning Program, or environmental assessments from other sources. The Bureau receives these review requests and comment *as to the* ~~of~~ impact *on* ~~of~~ water systems. ~~The files may consist of but are not limited to: Copies of grant applications; The records may include but are not limited to: summary of the projects, F~~ form response letters; ~~Emails with and without comments; G~~ comment letters ~~files, and;~~ *associated documentation*, and ~~R~~ related correspondence.

Authorized Retention:

Retain ~~these records~~ for ~~a period of one (1) calendar~~ *three (3) fiscal* years from the end of the ~~calendar~~ *fiscal* year *in which the review was submitted*. ~~to which they pertain.~~

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Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative values.

Agency review:

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

Justification for Modification of RDA 2003082:

During a review with the agency the proposed increase in the retention period was discussed and is based on the fiscal audit requirements of LCB Audit (and other entities) as well as the Nevada Statute of Limitations for fraud or mistake found in NRS 11.190 (3)(d). Staff recommends removing "to which they pertain." and replacing it with "in which the review was submitted" while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

C. Title: Environmental Laboratory Records

RDA: 2005063

Description:

~~This record series~~ **These records** documents the application and certification of environmental laboratories for analysis of drinking water, ~~and~~ wastewater, **hazardous waste, and mining** in accordance with NRS 445A.860 to 445A.863, NAC Chapter 445A, 40 CFR Parts 136 and 141, and the Safe Drinking Water Act (See 42 U.S.C. § 300g-9 and 300j-12). ~~The files may contain, but are not limited to:~~ **The records may include but are not limited to:** (a) applications, renewal applications, receipts, laboratory performance data (See NAC 445A.54268), statement of deficiencies, inspection reports, on-site assessments, corrective action plans, revocation/suspension documentation, ~~(hearing records and supportive documentation) and related correspondence;~~ (b) laboratory standard operating procedures, quality assurance plans, ~~and similar documents (See NAC 445A.54278);~~ (c) personnel information ~~(resumes, copies of diplomas & certifications, personnel lists, etc.);~~ copies of transcripts, **associated documentation, and related correspondence.** ~~and similar documents.~~

Authorized Retention:

~~Retain documents described in item (a) of the description for a period of ten (10)~~ **Retain for twelve (12)** calendar years from the ~~date~~ **end of the calendar year in which the certification expired, was revoked, or suspended.** ~~of the expiration, revocation or suspension of the certification. Retain documents described under item (b) until superseded with a newer version. Retain documents described under item (c) until the certification or renewal process has been completed.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

Justification for Modification of RDA 2005063:

The retention for this series was changed from ten years to twelve years per 40 CFR 142.14(d)(15) in the November 14, 2012 State Records Committee meeting. Due to an oversight it was not reflected in the schedule. The description of this series was changed to include documentation that further illustrate

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certification status and scope of laboratories referenced in the series. The series has three retentions listed, however the Bureau indicated that they keep the file in its entirety for the federal mandated retention period. Staff recommends removing the lettering in the retention and the description resulting in a more defined and accurate trigger event.

D. Title: Environmental Laboratory Records - Denied (Never Certified)

RDA: 2005064

Description:

These records document ~~This record series documents~~ the applications that were denied (never certified) to environmental laboratories for the analysis of drinking water, ~~and~~ wastewater, *hazardous waste, and mining* in accordance with NRS 445A., NAC Chapter 445A, 40 CFR Parts 136 and 141, and the Safe Drinking Water Act (42 U.S.C. § 300g-9 and 300j-12). *The records may include but are not limited to:* ~~The files may contain, but are not limited to: (a)~~ applications, receipts, laboratory performance data ~~(See NAC 445A.54268)~~, inspection reports, on-site assessments, re-applications, ~~(See NAC 445A.54284) & associated documentation and related correspondence; (b)~~ personnel information, ~~(resumes, copies of diplomas & certifications, personnel lists, etc), copies of~~ transcripts, *associated documentation, and related correspondence.* ~~and similar documents.~~

Authorized Retention:

Retain ~~documents described in item (a) of the description~~ for a period of three (3) calendar years from the *end of the calendar year* ~~date~~ of the last action in the *record* file ~~(See NAC 445A.54282)~~. ~~Retain documents described under item (b) until the application process has been completed.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

Justification for Modification of RDA 2005064:

The series has two retentions listed; the Bureau indicated that they keep the file in its entirety for the full federally mandated retention period. Staff recommends removing the lettering in the retention and the description resulting in a more defined and accurate trigger event.

E. Title: *Environmental Protection Agency (EPA)* Quarterly and Annual Reports **RDA:** 2003105

Description:

These records ~~This records series is used to~~ document ~~and administrate~~ the Safe Drinking Water Act reporting requirements as detailed in 40 CFR 142.15 ~~and elsewhere~~. *The records may include but are not limited to:* ~~The files may consist of: (a)~~ Quarterly reports of ~~(1)~~ new violations, ~~(2)~~ new enforcement actions, ~~and (3)~~ notification of variances and exemptions,; ~~(b)~~ *Annual work plan* reports of ~~(1)~~ additions and corrections to the inventory of public water systems, ~~and (2)~~ *a summary summaries* of the variances and exemptions, ~~and; (c)~~ *Special reports, including (1) those related to the Surface Water Rule (40 CFR 142.15 (c)), (2) total coliforms, (3)* Quarterly reports, ~~on lead and copper, and many others, as well as; (d) printouts from the SDWIS database, associated documentation, and related correspondence. and similar documents.~~

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Authorized Retention:

Retain for *a period of five (5) forty (40)* calendar years from the end of the calendar year *in which the report was submitted. to which they pertain.*

Recommended Disposition:

Destroy Securely Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

Justification for Modification of RDA 2003105:

The recommended disposition is a result of a review by the State Archivist who has determined that these are federal reports and do not hold historical value. With the change in disposition the Bureau determined the 40 years is based on the longest retention time in 40 CFR 142.14 and the reports are a summary of program activities associated with 40 CFR 142.14. Staff recommends removing "to which they pertain." and replacing it with "in which the review was submitted" while removing "a period of" in the retention statement to make a more defined and accurate trigger event.

F. Title: Potable Water Haulers (Trucks)

RDA: 2003106

Description:

These records ~~This records series is used to~~ document the review and issuing process for permits to haul potable water in accordance with NAC 445A.67275 et seq. ~~The files may contain, but are not limited to: The records may include but are not limited to: Applications, with associated documentation; Copy of permits; Inspection reports; Orders for corrective action with related documents, associated documentation, and; R-related correspondence.~~

Authorized Retention:

Retain ~~these records~~ for five (5) fiscal years from the end of the fiscal year *in which the permit expired. to which they pertain.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

Justification for Modification of RDA 2003106:

Staff recommends removing "to which they pertain." and replacing it with "in which the permit expired." while removing "these records" in the retention statement to make a more defined and accurate trigger event.

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G. Title: *Engineering*: Public Water System Files

RDA: 2003107

Description:

These records ~~This records series is used to~~ document the State's oversight functions of public water systems as the primacy agency for the Federal Safe Drinking Water Act (and other related acts), established by 42 U.S.C. § 300g-2 et seq. and 40 CFR Parts 141 and 142. ~~The files may contain, but are not limited to:~~ *The records may include but are not limited to: applications for use of a potable water truck, engineering plan review documents with supportive records (see NRS 445A.885 and 445A.920); P*ermit information,; *O*peration and maintenance plans,; *E*mergency response plans,; *C*ross-connection *C*ontrol *P*lans,; *O*wnership information,; *S*ite location information,; *D*ecisions and determinations regarding *S*urface *W*ater *T*reatment *R*ules (see 40 CFR 142.14 (a)(4)(ii) and 142.14 (a)(4)(iii)), *associated documentation*, and; *R*elated correspondence.

Authorized Retention:

Retain ~~records of inactivated public water systems~~ for forty (40) calendar years from the end of the calendar year in which *the record becomes they were* inactivated.

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

Justification for Modification of RDA 2003107:

The application for potable water trucks is retained in this series and is being moved from RDA: 2003106 the agency indicated they retain them for the 40-year retention in accordance with 40 CFR 142.14. Staff recommends removing "records of inactivated public water systems." to make a more defined and accurate trigger event.

H. Title: Public Water System ~~Files~~: Bacteriological Report File

RDA: 2003101

Description:

These records ~~This records series~~ consist of bacteriological analysis reports on water quality for public water systems (See 40 CFR 142.14 (a)). ~~The records consist of~~ *The records may include but are not limited to:* laboratory reports of microbiological analysis for the which are absent of bacteria, *associated documentation, and related correspondence.*

Authorized Retention:

Retain ~~these records~~ for five (5) calendar years from the end of the calendar year *in which the report was submitted.* ~~to which they pertain. Reference: 40 CFR 142.14 (a) and 40 CFR 141.33 (a).~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

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Agency review:

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

Justification for Modification of RDA 2003101:

Staff recommends removing "to which they pertain." and replacing it with "in which the report was submitted." while removing "these records" in the retention statement to make a more defined and accurate trigger event. Reports that have positive results for bacteria are under RDA 2013005.

I. Title: Public Water System ~~Files~~: Chemical and Turbidity Reports

RDA: 2003102

Description:

~~These~~ ~~This~~ records ~~series~~ consists of chemical and turbidity analysis reports on water quality for public water systems (~~see~~ 40 CFR 142.14 (a)). The records may include but are not limited to: ~~C~~chemical water quality analyses (~~see~~ 40 CFR 142.14 (a)(4)(C)(1)), ~~T~~turbidity reports, ~~D~~decisions made in accordance with 40 CFR Part 141, ~~associated documentation~~, and ~~R~~related correspondence.

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ twelve (12) calendar years from the end of the calendar year ~~in which the report was filed. to which they pertain.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

Justification for Modification of RDA 2003102:

Staff recommends removing "to which they pertain." and replacing it with "in which the report was filed" while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

J. Title: Public Water System ~~Files~~: Compliance Monitoring Records

RDA: 2013005

Description:

These records document the compliance monitoring of public water systems (~~see~~ 40 CFR 142.14 (d)). The ~~files~~ ~~records~~ may include but are not limited to: sanitary surveys, ~~approvals~~, ~~enforcement actions~~, ~~vulnerability determinations~~, ~~Source~~ ~~W~~water ~~A~~assessment files, ~~monitoring records~~ (waiver determinations), ~~annual certifications~~, ~~variances and exemptions (NRS 445A.935)~~, ~~associated documentation~~, and related correspondence.

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ fifty (50) calendar years from the ~~end of the calendar year in which the record is received. receipt or creation of the information.~~

Recommended Disposition:

Destroy Securely

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NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

Justification for Modification of RDA 2013005:

Staff recommends removing "receipt or creation of the information." and replacing it with "end of the calendar year in which the record is received." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

K. Title: Public Water System ~~Files~~: Consumer Confidence Reports

RDA: 2003103

Description:

~~These records~~ ~~This records series~~ consists of ~~copies of~~ "Consumer Confidence Reports" from community water systems and certifications as required by 40 CFR 141.155 (c). ~~The records may include but are not limited to: The files contain, but are not limited to:~~ Consumer Confidence Reports, ~~original~~ ~~certifications~~ (that the report has been distributed to their customers), ~~reports of violations,~~ ~~associated documentation,~~ and ~~related~~ correspondence.

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ five (5) calendar years from the end of the calendar year ~~in which the report was submitted.~~ ~~to which they pertain.~~

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

Justification for Modification of RDA 2003103:

Staff recommends removing "to which they pertain." and replacing it with "year in which the report was submitted." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

L. Title: Public Water System ~~Applications Files~~: Incomplete or Denied

RDA: 2013007

Description:

These records document applications and plans that were incomplete and/or denied (see NRS 445A.885 and 445A.920). The ~~records files~~ may include but are not limited to: ~~A~~ ~~applications,~~ ~~and~~ ~~plans,~~ ~~blueprints,~~ ~~etc.~~ (see NRS 445A.885 and 445A.920), ~~ownership information,~~ ~~operator information,~~ ~~operation and maintenance plans,~~ ~~emergency response plans,~~ ~~determination and appeal documentation,~~ ~~associated documentation,~~ and related correspondence.

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Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years from the end of the calendar year in which final action was taken.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

Justification for Modification of RDA 2013007:

Staff recommends removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

M. Title: Public Water System ~~Files~~: Variances and Exemptions

RDA: 2003112

Description:

~~This~~ *These* records ~~series~~ consists of ~~copies of~~ *recommendations to the State Environmental Commission for* the variances and exemptions granted to public water systems by the State Environmental Commission (~~see~~ 40 CFR 142.14 (e)). ~~The files may contain, but are not limited to:~~ *The records may include but are not limited to:* ~~A copy of the recommendations for~~ variances, or exemptions, ~~with~~ associated *documentation, attachments,* and; related correspondence (NRS 445A.935 and NAC 445A.487-491).

Authorized Retention:

Retain for ~~a period of~~ five (5) calendar years from the *end of the calendar year in which the* ~~expiration of the~~ variance or exemption *expired*.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

Justification for Modification of RDA 2003112:

Staff recommends removing “expiration of the.” and replacing it with “end of the calendar year in which the...expired” while removing “a period of” in the retention statement to make a more defined and accurate trigger event.

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N. Title: *Safe Drinking Water Act* (SDWA) Program Files

RDA: 2003115

Description:

~~This records series is used to~~ *These records* document the Safe Drinking Water Act (SDWA) state primacy responsibility and requirements as outlined in 42 U.S.C. § 300g-2, 40 CFR 142.10, 142.11 and 142.16. ~~The files may consist of, but are not limited to:~~ *The records may include but are not limited to:* Safe Drinking Water / EPA (Federal Environmental Protection Agency) agreement ~~with coversheet & attachments;~~ state applications with related documentation (~~see~~ 40 CFR 142.11 (a)); state SDWA policy and procedures, ~~(including enforcement procedures);~~ state plan for provision of water under emergency conditions (40 CFR 142.10 (a)(5)); state plan for sanitary surveys (40 CFR 142.16 (b)(3)); EPA determinations ~~(that the state has met all requirements for the SDWA),~~ *associated documentation,* and; related correspondence.

Authorized Retention:

Retain for ~~a period of ten (10)~~ *twelve (12)* calendar years from the end of the calendar year in which they are superseded by an updated plan or agreement.

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

Justification for Modification of RDA 2003115:

A review by the Bureau determined that the retention period of twelve years is the current requirement for this series per 40 CFR 142.14(d). The retention is being modified to align with this requirement. Staff recommends removing "a period of" in the retention statement to make a more defined and accurate trigger event.

O. Title: Water Operators Certification *Application File*: Incomplete and/or Withdrawn

RDA: 2013009

Description:

~~This records series is used to~~ *These records* document the applicants for operators of water systems that submitted incomplete applications or that withdrew their applications. ~~(See 40 CFR 142.14 (d)(12)(iv), 40 CFR 142.16 (h)(2), NRS 445A.875 et seq. and NAC 445A.617 to 445A.652). The files may contain, but are not limited to:~~ *The records may include but are not limited to:* *A*pplications, ~~with associated documentation;~~ *E*xaminations, test scores ~~and related records,~~ *associated documentation,* and; related correspondence.

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years from the *end of the calendar year in which date of* the last action in the *record file* occurred.

Recommended Disposition:

Destroy Securely

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NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

Justification for Modification of RDA 2013009:

Staff recommends removing “date of” and replacing it with “end of the calendar year in which the” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

P. Title: Water Operators Certification Files: Denied and/or Disciplinary Actions **RDA:** 2013010

Description:

~~This records series is used to~~ *These records* document the operators of water systems whose certifications were revoked due to disciplinary action or denied by agency determination (~~See~~ 40 CFR 142.14 (d)(12)(iv), 40 CFR 142.16 (h)(2), NRS 445A.875 et seq. and NAC 445A.617 to 445A.652). ~~The files may contain,~~ *The records may include* but are not limited to: ~~Copies of the~~ certification file documents, disciplinary action records, ~~including copies of~~ criminal history records, ~~and~~ court documents, *associated documentation*, and related correspondence.

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ *sixty (60) years from the end of the calendar year in which the certification was revoked or denied.*
~~one hundred (100) years from the birth date or until the known death of the individual, whichever occurs first.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

Justification for Modification of RDA 2013010:

These licenses are essential to safeguard the health and safety of the public. Career span for a water operator begins at 18 years of age and can span sixty years. The retentions in these series will allow for tracking and monitoring over the career lifetime of the licensee. Operators could have multiple types of certifications for treatment and/or wastewater which can be held concurrently. The extended retention is intended to prevent a revoked licensee returning to the Water Operator service. Staff recommends removing “one hundred (100)” and “the birth date or until the known death of the individual, whichever occurs first.” and replacing it with “sixty (60)... the end of the calendar year in which the certification was revoked or denied.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event. This will enable the agency or board to monitor for repeat offenders and respond to requests from other states.

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Q. Title: Engineering Log Report

RDA: 2003083

Description:

This records series ~~contains reports to various entities of~~ ~~is a computer software program used to reference information and monitor~~ the receipt of maps and payment of fees associated with the review of subdivision plans. ~~The records may include but are not limited to: reports to counties, municipalities, or private entities of current status, associated documentation, and related correspondence.~~ ~~Data includes the name of the project, site address, code number (alpha numeric code assigned to the plans when they are received using a county code, a sequential number and fiscal year designation such as DO-0361-03), engineering company, project type, project code, receipt data for fees collected, date received, date assigned to Bureau, date of response to the plan review, status of review (approved, disapproved/denied, awaiting response), a note field and fields for resubmit.~~

Authorized Retention:

~~Update the database as needed~~ *Retain for forty (40) calendar years from the end of the calendar in which the report was created.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative values.

Agency review:

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

Justification for Modification of RDA 2003083:

Staff recommends removing "Update the database as needed." and replacing it with "Retain for forty (40) calendar years from the end of the calendar in which report was created." in the retention statement to make a more defined and accurate trigger event. The retention corresponds to the retention for the water system in 2003107 "Public Water System Files" for its historical value of the system while the records are in the custody of the agency the State Archives has reviewed and they do not have archival value.

Attachment D
Proposed Deletion RDAs for Agency Specific Records Retention Schedules

1. Conservation and Natural Resources: Bureau of Safe Drinking Water

A. Title: ~~Private Well Lab Reports~~

RDA: ~~2003110~~

Description:

~~This records series contains copies of reports from laboratories on water samples of private wells. The Bureau has no jurisdiction over private wells but retains these records as a public service.~~

Authorized Retention:

~~Retain these records for three (3) calendar years from the end of the calendar year to which they pertain.~~

Recommended Disposition:

~~Destroy~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

Justification for Deletion of RDA 2003110:

Staff recommends removing this series the reports are not under the Bureau's jurisdiction therefore not a state record subject to retention. Staff has advised the agency of the liability of keeping the records.

B. Title: ~~Public Water System Files: Superseded Records—~~

RDA: ~~2013038~~

Description:

~~These records are documents that have been superseded and are no longer needed (See RDA 2003-107). The files may contain, but are not limited to: Applications and approved plans, engineering designs, etc. (see NRS 445A.885 and 445A.920); permit information; operation and maintenance plans; emergency response plans; cross-connection control plans; ownership information; site location information; decisions and determinations (see 40 CFR 142.14 (a)(4)(ii) and 142.14 (a)(4)(iii)); and Related correspondence.~~

Authorized Retention:

~~Retain superseded documents for twelve (12) calendar years from the end of the calendar year to which they pertain.~~

Recommended Disposition:

~~Permanent: Transfer to State Archives~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

Attachment D
Proposed Deletion RDAs for Agency Specific Records Retention Schedules

Justification for Modification of RDA 2013038:

Staff recommends this series be deleted, it contains proposed engineering projects that had an increase in scope and had to be resubmitted to the agency as a new engineering project. Per State Archivist only the final project plans are to be archived in RDA 2003107 Engineering: Public Water System Files.

Attachment E
Proposed New, Modification, and Deletion of RDAs for General Records
Retention Schedule

There are no items for this attachment in this agenda.